BY-LAWS OF THE
FOOD SCIENCE CLUB OF
THE UNIVERSITY OF GEORGIA

Article I - Name
The name of this organization shall be the Food Science CLUB of The University of Georgia, located at Athens, Georgia, 30602. The CLUB shall be a Student Chapter of the Institute of Food Technologists. Hereinafter, these are referred to as the "CLUB" and the "INSTITUTE", respectively.

Article II - Objectives

Section 1. Objectives
The objectives of the CLUB shall be to foster a close relationship among the Food Science Department students and the faculty at The University of Georgia, to encourage leadership, and to acquaint students with the scope of food science and technology.

Section 2. Implementation
To implement these objectives, the CLUB shall:
   a. conduct programs that contribute to the knowledge and stimulate the thought and vision of members by means of speakers, demonstrations, field trips, visual aids, and opportunities to meet with leaders in the profession;
   b. conduct activities that encourage development of civic and social responsibility among members;
   c. develop CLUB activities that challenge the potential talents of members and encourage individual initiative and management responsibility through the planning and execution of CLUB functions; and
   d. provide members the opportunity to develop skills in the organization and presentation of ideas and in the practice of parliamentary procedure.

Article III - Membership

Section 1. Classes of Members
The classes of members in this CLUB shall be Active, and Associate.

Section 2. Eligibility
   a. Active Membership shall be open to all students interested in food science and technology.
   b. Associate Members shall be persons who are actively engaged in the food industry and interested in promoting the objectives of the CLUB. All faculty and staff members of the Department of Food Science and Technology shall be, ex officio, Associate Members.
   c. No student who meets the membership requirements of this Section may be denied such membership on the basis of race, color, gender, sexual orientation, age, religion, national origin, disability or veteran status.

Section 3. Duties
It shall be the duty of each member to support the CLUB's objectives and activities.
Article IV - Government

Section 1. Officers
a. The elected officers of the CLUB shall be: President, Vice President (Athens), Vice President (Griffin), Secretary, Treasurer, Historian and Ag-Hill Representatives.
b. The governance year shall be from June 1 to May 31.

Section 2. Executive Committee
a. The CLUB Executive Committee shall comprise the President, Vice President (Athens), Vice president (Griffin), Secretary, Treasurer, Historian, CLUB Advisors and Ag-Hill Reps.
b. The CLUB Executive Committee shall conduct all business of the CLUB not requiring action by the members.
c. The President shall schedule CLUB Executive Committee meetings as necessary to conduct CLUB business.

Article V - Duties of Officers and Advisors

Section 1. President
The President shall:
a. Preside at all CLUB and CLUB Executive Committee meetings;
b. Appoint all positions and committees for which provision has not otherwise been made in these By-Laws; and
c. Perform all other duties prescribed for this office by parliamentary practice.

Section 2. Vice President (Athens)
The Vice President (Athens) shall:
a. Carry out all duties assigned by the President;
b. Preside at meetings in the absence of the President;
c. Serve as program chair of the CLUB and keep the calendar on the CLUB website up-to-date; and
d. In the event of a vacancy in the office of the President, succeed to that office for the balance of the term.

Section 3. Vice President (Griffin)
The Vice President (Griffin) shall:
a. Be the liaison officer between Athens and Griffin CLUB members;
b. Preside at meetings in Griffin; and
c. Organize events and perform other essential duties for the CLUB in Griffin.

Section 4. Secretary
The Secretary shall:
a. Keep attendance records and minutes of CLUB meetings;
b. Handle all CLUB correspondence;
c. Be custodian of all official CLUB records;
d. Assist the Web Administrator with keeping the CLUB website up-to-date;
e. Be the CLUB's administrative contact with INSTITUTE;
f. Prepare all reports to the INSTITUTE required in Article XIII, Section 3 of these By-Laws; and
Section 5. Treasurer
The Treasurer shall:
   a. Handle all CLUB receipts and, with the approval of the Senior CLUB Advisor, make all disbursements;
   b. Keep accurate records of all the CLUB's financial transactions;
   c. Present the books to the Senior CLUB Advisor for audit at the end of the term of office; and
   d. Attend any budget meeting and submit budget proposals and fund raiser requests with the help of the Secretary and Ag-Hill Reps.

Section 6. Historian
The Historian shall
   a. Prepare for the CLUB files a summary of its significant activities during the term of office or school year;
   b. Be in charge of taking pictures at club events; and
   c. Assist the Web Administrator in keeping up the club web page up-to-date with pictures and newsletters.

Section 7. Ag-Hill Representatives
The Ag-Hill reps shall
   a. Represent the CLUB at all Ag-Hill Council meetings and functions and shall report all pertinent information to the CLUB; and
   b. Assist the Treasurer and Secretary in preparing budget to be presented to the Ag-Hill Council.

Section 8. CLUB Advisors
   a. There shall be a Senior and a Junior CLUB Advisor who shall be faculty or academic staff members of the Department of Food Science and Technology. CLUB Advisors shall serve as official liaisons between the CLUB and the Department. The Junior CLUB Advisor shall become the Senior CLUB Advisor during the second year in office.
   b. The Senior CLUB Advisor shall:
      (1) Approve all disbursements made by the Treasurer,
      (2) Audit the Treasurer's books, and
      (3) Review the annual reports of the officers.
   c. The Junior CLUB Advisor shall:
      (1) Serve in the absence of the Senior CLUB Advisor,
      (2) Assist the latter in performing the duties of the position,
      (3) Become the Senior CLUB Advisor during the second year in office, and
      (4) Succeed immediately to Senior CLUB Advisor in the event of the latter's resignation, disability or death.

Section 9. Reports and Records
All officers, at the end of their terms of office, shall submit a year-end report to the Senior CLUB Advisor. The report shall outline activities and accomplishments of that office for the year. Each report shall clearly state the procedures and methods used to carry out duties of the office. The Senior CLUB Advisor shall review the reports and place them in the CLUB files for reference by future officers. Records of the offices of Secretary and Treasurer shall likewise be stored in the CLUB files over vacation periods.
Section 10. Official Repository
CLUB files shall consist of a file drawer, or portion thereof, in the Department of Food Science and Technology, or the office of a CLUB Advisor.

Article VI - Other Positions and Committees

Section 1. Positions

a. To conduct its activities, the CLUB shall have the following positions:
   (1) Activities Chair,
   (2) Web Administrator, and
   (3) Fund Raising Chair.

b. All positions shall be appointed by the President. Other positions may be established as needed by the President.

Section 2. Duties

a. The Activities Chair shall plan all activities of the CLUB not related to meeting programs.

b. The Web Administrator shall be responsible for the creation and maintenance of the CLUB website and shall work with the Executive Committee members in keeping it up-to-date.

c. The Fund Raising Chair shall be in charge all the fund raising activities of the CLUB and obtain necessary permits from the Department of Student Activities for fund raising activities. The Fund Raising Chair shall also suggest and implement any new fund raising activities.

Section 3. Committees

The President shall appoint such other committees as deemed necessary and shall be, ex officio, a member of each one appointed. Upon completion of their work, the Chairs of all such committees shall submit a written report to the Secretary for filing with the CLUB minutes.

Article VII - Election of Officers

Section 1. Eligibility

a. Each candidate for office must be an Active Member of the CLUB who has attended at least one-half (½) of the regular CLUB meetings during the academic semester immediately past and who has maintained a grade average of at least a "C". The Senior CLUB Advisor shall be prepared to rule on the eligibility of all nominees for CLUB offices.

b. The President, Vice President (Athens), Vice President (Griffin), Secretary, Treasurer, Historian and Ag-Hill Reps shall be Student Members of the INSTITUTE. Any newly elected officer who is not a Student Member of the INSTITUTE shall immediately submit an application to the INSTITUTE.

Section 2. Method of Election

a. A CLUB meeting shall be called to gather nominations for the various elected positions. The nomination form shall be made available on the CLUB bulletin board for a period of one week after the meeting.
b. After the nominations are collected, ballots will be prepared and left in the student mailboxes in the department and students will be given at least one week to return their ballots to the President.

c. A majority of all votes cast shall be necessary for election. If there are three (3) or more candidates for one office, and no candidate receives a majority vote on the first ballot, the candidate receiving the least votes shall be eliminated, and balloting shall continue in the same manner for the remaining candidates until one shall have received a majority.

d. Tie votes for any office shall be resolved by lots by the President.

Section 3. Other Requirements

a. The term of office shall be for one year following the election.

b. No Active Member may hold more than one elected office at a time.

Section 4. Special Elections

a. A special election shall be held during any regularly scheduled CLUB meeting for purposes of (1) filling a vacancy in the office of Vice President (Athens), Vice President (Griffin), Secretary, Treasurer, Historian, or Ag-Hill Representatives, or (2) removing an officer for a cause. In the latter case, specific written charges shall first have been filed against the officer, the validity of the charges investigated by the remainder of the CLUB Executive Committee, and the charged individual given an opportunity to refute the charges, either in person or through a representative.

b. An election to fill a vacancy shall be conducted in the same manner as a regular election. An election to remove an officer shall require at least a two-thirds (2/3) vote of the Active Members present and voting.

Article VIII - Election of CLUB Advisors

Section 1. Eligibility

Nominees shall be faculty or academic staff members of the Food Science Department and shall be members of the INSTITUTE.

Section 2. Method of Election

a. The election shall be for one Junior CLUB Advisor and shall be held at the same time as the election of officers.

b. The term of the office shall be for two (2) years, one Advisor being elected each year.

c. During the second year of office, the Junior CLUB Advisor shall become the Senior Club Advisor without further election.

d. Voting shall be by the same ballots as those used for the election of the officers. A majority of all votes cast shall be required for election. In the case of three (3) or more candidates, the same procedures shall be followed as for the election of officers.

e. An election to fill the un-expired term of a Junior Club Advisor shall be conducted as specified in Article VIII. Section 2. d.

Article IX - Meetings and Activities

Section 1. Regular Meetings

a. There shall be no less than three (3) regular meetings each school year. The times and places of the meetings for each semester shall be scheduled at the beginning of that semester by the Program Chair with the approval of the CLUB Executive Committee.
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b. Scheduled meetings may be postponed or canceled, if necessary, by the CLUB Executive Committee. Members shall be notified of such changes prior to the originally scheduled meeting.

c. Annual election of officers and the Club Advisor shall be scheduled for the next to last regular CLUB meeting of the Spring term.

Section 2. Conduct of Meetings

Robert's Rules of Order Newly Revised (Rules of Order) shall be the official guide for the conduct of all regular and special meetings of the CLUB. The President shall set the agenda for each meeting in accordance with the order of business set forth in the Rules of order.

Section 3. Special Meetings

Special meetings may be called by the CLUB Executive Committee or by petition of five (5) Active Members.

Section 4. Quorum

Quorum for the conduct of business at either a regular or special meeting shall be at least one-third (1/3) of the Active Members.

Article XI - Financial

Section 1. Fiscal Year

The Fiscal year of the CLUB shall coincide with the governance term and be from June 1 of one calendar year to May 31 of the succeeding year.

Section 2. Dues

To support the objectives of the CLUB, Active Members shall pay dues. Dues shall be set by the CLUB Executive Committee at the beginning of each Fiscal Year.

Section 3. Fund-Raising Activities

a. Additional funds may be raised through activities approved by the CLUB Executive Committee. Required permission for fund-raising shall be obtained from the Department of Student Activities at the University of Georgia.

b. Contributions from Associate Members or others who wish to support the objectives of the CLUB may be accepted, but shall not be solicited.

Section 4. Usage of Funds

CLUB funds shall be used only for the purpose of furthering the objectives of the CLUB as stated in Article II.

Article XII - Amendments to the By-Laws

Section 1. Proposals

An amendment(s) to these By-Laws may be proposed by the CLUB Executive Committee or by petition of five (5) Active Members.

Section 2. Approval

a. The proposed amendment(s) shall be read at two (2) consecutive meetings of the CLUB. Following the second reading, a vote shall be taken. An affirmative vote of at least
two-thirds (2/3) of the Active Members present and voting shall be necessary for adoption.

b. An amendment(s), upon adoption by the CLUB, shall be submitted by the Secretary within thirty (30) days to the Director of Field Services of the INSTITUTE for referral to the Committee on Constitution and By-Laws. Such amendment(s) shall not become effective until the CLUB has been notified of their approval by that Committee.

Article XIII - INSTITUTE Affiliation

Section 1. Student Chapter
The CLUB shall operate as the University of Georgia Student Chapter of the INSTITUTE after acceptance of the petition for a charter and issuance of a charter.

Section 2. Qualifications of Officers and Advisors
The President, Vice Presidents, Secretary, Treasurer, Historian and Ag Hill Reps of the CLUB shall be Student Members of the INSTITUTE. Club Advisors shall be members of the INSTITUTE.

Section 3. Reports to the INSTITUTE
a. An up-to-date copy of these By-Laws shall be on file in the office of the Director of Field Services of the INSTITUTE.

b. Within thirty (30) days after the annual election or no later than June 1, the Secretary shall submit a report to the Director of Field Services of the INSTITUTE which certifies the complete list of the new officers and CLUB Advisors for the coming year.

c. No later than June 1 each year the secretary shall submit an Annual Report of the CLUB activities, including dates, types of meetings or events, and attendance at each activity, to the Director of Field Services of the INSTITUTE.

d. Any changes in CLUB officers or Advisors that occur during the year shall be reported by the Secretary to the Director of Field Services of the INSTITUTE.

Section 4. Dissolution
The Council of the INSTITUTE may revoke the charter of the CLUB if it becomes inactive with respect to the required number of meetings, fails to submit the required reports to the INSTITUTE or fails to fulfill its purpose. Revocation of the charter shall not affect the standing of CLUB members who are Student Members of the INSTITUTE.